



CONTRACTOR INDUCTION MANUAL

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1. SCOPE AND PURPOSE

This Contractor Induction Manual applies to all Civil, Construction, Electrical, Mechanical and Horticultural Contractors, including self-employed persons, engaged by the Light Regional Council (Council).

Contractors engaged for Home and Community Care services must also comply with the requirements of Council's Contractor Induction Manual for Home and Community Care Services.

Contractor means any principal Contractor, any employee of a principal Contractor, a sub-contractor and any employee of a sub-contractor.

All Contractors and their employees are required to have read and understood the requirements of this Contractors Induction Manual and to acknowledge this by signing the Acknowledgement prior to being engaged by Council and carrying out any work on Council sites.

It is intended as a reminder to Contractors of basic health and safety considerations applicable at the Council. It does not attempt to cover all situations or to cover all OHS&W requirements. Contractors must contact their Council Representative whenever a safety issue arises that they cannot manage properly by themselves. Council's Representative may be any employee or authorised officer of Council who engages a Contractor.

2. INDUCTION RESPONSIBILITY

The Council is responsible for conducting an induction of the Contractor prior to the start of work for Council. The Contractor is then responsible for ensuring that his/her employees and sub-contractors and their employees receive the induction.

With the approval of the Council, the Contractor may organise the induction of their employees and sub-contractors and their employees through the Council Representative.

Prior to the start of work for Council, the Contractor is responsible for submitting to Council's Contracts Co-ordinator a completed sign-off acknowledgement that the Contractor and his/her employees, sub-contractors or employees of sub-contractors have read the Contractor Induction Manual (Manual) and agree to comply with the requirements of the Council as detailed in the Manual.

3. CONTRACTOR OCCUPATIONAL HEALTH, SAFETY & WELFARE MANAGEMENT POLICY

Council has the objective of achieving a high level of pro-active Occupational Health, Safety and Welfare (OHS&W) management during the application of contracts. The underlying principle of effective OHS&W management is that such issues must be identified, assessed and managed during all phases of the contract delivery, i.e. from concept to completion.

This policy specifically addresses this requirement by seeking to:

- utilise only those Contractors who can demonstrate OHS Management System capability; and
- achieve a specific OHS&W issues focus, which will optimise safety management
- for the work force contracted by Council.

Key elements of Council's OHS&W Contractor Management Policy are:

- a) When tendering work, tenders for contracts will only be accepted from potential Contractors that have appropriate systems to manage OHS&W relevant to the contract established or that can demonstrate a capability to establish appropriate systems relevant to the contract prior to commencing a Council contract.
- b) A condition of each Contract will be the preparation of specific OHS&W management required by the selected Contractor, based on a relevant risk assessment, prior to the commencement of the Contract.

- c) OHS&W systems / work practices resulting from the above initiatives must be auditable. Council's Contractor OHS&W Management Policy is attached in Appendix 3 of this Manual.

4. CONTRACTORS

Council does not tolerate any form of offensive behaviour, particularly harassment, bullying, discrimination, and vilification. Contractors are responsible for ensuring that they, their employees and their sub-contractors and their employees do not harass, vilify or discriminate against any person on the basis of their sex, sexuality, marital status, pregnancy, race, intellectual or physical disability and age, and do not engage in any form of bullying behaviour.

Council has a duty to ensure that Contractors are not exposed to risks of workplace injuries and illnesses. This responsibility means that Council will enforce on Contractors the standards of health and safety it considers necessary, as it would for its own staff. Contractors working at any Council site must place health and safety at the centre of their work and ensure that they do not create risks for themselves. They must meet all requirements of relevant health and safety legislation, codes of practice, etc, and must include the process of hazard identification, risk assessment and control in their work planning.

Contractors are expected to act promptly to address any evidence or report of inappropriate behaviour on any Council worksite. Inappropriate behaviours include any act that endangers any person, damages property or the environment, or that might cause another to feel intimidated or humiliated. Examples include suggestive whistling or comments, offensive gestures or remarks (eg of a sexual, racial or homophobic nature), displaying explicit images, etc.

5. COUNCIL SITES

Council sites include any site owned or under the care and control of Council on which work is performed for and on behalf of Council and includes but is not limited to the following examples:

- Kapunda Office;
- Freeling South Office
- Freeling North Office
- Freeling Depot
- Kapunda former Depot
- Thomson Building
- Library buildings;
- Institute Buildings
- Community Halls;
- Sporting and recreational facilities;
- Roads;
- Reserves;
- Pump stations

6. SITE ACCESS

Contractors are only granted access to Council sites on the condition they observe all health and safety requirements. For instance, they must:

- observe all speed limits.
- not bring onto Council worksites any prohibited item such as firearms, explosives, illicit drugs, etc.
- keep pets within the cabin of vehicles at all times.
- not smoke on any Council worksite, including Council vehicles.

Parking is only allowed in designated parking areas or as directed by the Council Representative.

At all sites, Contractors are required to report to the nominated contact person on arrival. The Contractor may be required to sign a Visitor Register and be issued with a Visitor's badge to be worn whilst on site. Key(s) may be issued if required.

Contractors working at Council sites must comply with any requirements for those sites, for example wearing of high visibility clothing at the Freeling Depot or work sites where plant and machinery may be used. Children are not allowed on Council worksites without prior approval from the Council Representative.

7. SAFE SYSTEMS OF WORK

Before undertaking any work, Contractors must assess the risks associated with the work (risk assessment) and will implement appropriate risk control measures.

Contractors must complete a Job Safety Analysis (JSA) prior to commencing the contact work if the contract work involves:

- Working adjacent to moving traffic or pedestrians;
- Working at heights;
- Working over a pit/hole;
- Working with plant;
- Working with hazardous substances;
- Working on or near live electricity;
- Demolition;
- Excavation;
- Manual handling;
- Confined spaces;
- Restricted space eg tunnels

A JSA is the process of critically examining a work task and re-engineering that task to ensure that the necessary health and safety principles are followed.

Typically, the following steps apply when completing a JSA:

1. Activity List the tasks required to perform the activity in the sequence they are carried out.
2. Hazards Against each Activity list the hazard(s) that could cause injury
3. Risk Control Measures List the control measures required to eliminate or minimise the risk of injury arising from the identified hazard.
4. Who is Responsible. Identify the name(s) of the person(s) responsible to implement the Control Measure identified.

The Contractor must provide copies of all JSAs to the Council Representative.

Council reserves the right to reject the work systems proposed by Contractors in their risk assessment or JSA.

8. ACCESS CONSIDERATIONS

In devising the safety procedure for any work on Council premises, Contractors are required to consider the needs of people with disabilities, impairments or prams.

For example:

- a warning sign may not be sufficient to protect people with sight impairments against;
- a danger (fencing or barricades may be necessary).
- parking across a path or other access route, even for a few minutes, could cause difficulties for people in wheelchairs or scooters.

Contractors should consult with the Council Representative if they require any further information regarding disability issues.

9. EMERGENCY PROCEDURES

If involved in an emergency on a Council worksite:

- Alert personnel around you, and contact the appropriate Emergency Services (000).
- Assist any person in immediate danger if safe to do so.
- Take steps to contain or combat the emergency if safe to do so.
- Evacuate to a safe location.
- Contact the Council Representative (refer to page 1 for contact details).
- If a fire alarm sounds in your area:
 - On the alarm, evacuate calmly via the nearest exit door.
 - Stay as a group. Assemble with the nearest group of Council employees at the assembly point. Report to the nearest Fire Warden (where applicable).
 - Follow all instructions from the Warden and Emergency Services personnel. Do not leave the assembly point until instructed to do so.

10. PERSONAL PROTECTIVE EQUIPMENT

Contractors are responsible for issuing appropriate personal protective equipment to their employees and ensuring that it is used correctly. Contractors are responsible for ensuring that their sub-contractors and their employees also wear appropriate safety equipment.

11. SITE HOUSEKEEPING AND SECURITY

Contractors must remove all rubbish and make the area clean and safe during the conduct of their work and before leaving. Rubbish is not to be placed in wheelie bins. Any difficulty regarding rubbish removal must be discussed with the Council Representative.

Contractors are responsible for security arrangements in relation to plant, tools, equipment and materials required on site during the works.

12. PORTABLE ELECTRICAL EQUIPMENT

Portable electrical equipment must be tested and tagged in accordance with Australian Standard AS3760 prior to being brought onto Council worksites.

13. RESIDUAL CURRENT DEVICES (RCDS OR “SAFETY SWITCHES”)

Contractors using portable electrical equipment on Council worksites must do so in conjunction with a portable Residual Current Device (RCD), tested and tagged in accordance with paragraph 12.

14. PLANT SAFETY

Contractors and their employees must not operate plant and equipment with safety devices removed. If it is necessary to remove guards from machinery as part of a service or repair process, Contractors are responsible for ensuring adequate lockout steps are taken to prevent the untimely start up of plant. Contractors are expected to refer to the risk assessment for the item of plant for risk control measures.

If a Contractor is required to leave an item of plant unmonitored in an unsafe condition, it must also be adequately tagged and locked out. %Out of Order+tags on their own are not sufficient in most work areas of Council.

If Contractors identify that guards/safety devices are missing from an item of Council plant or equipment they have been directed to work on or with, they must cease work, report the matter to the Site Supervisor or the Council Representative and await instructions.

Contractors operating plant for which specific training is required are to ensure that all operators are properly trained and hold current certification. Copies of the training certification must be produced on request.

15. EXPLOSIVE POWERED TOOLS

Written authorisation must be obtained prior to the use of any explosive powered tools, such as powder-actuated fastening tools, on Council sites. Contractors should contact the Council Representative if they have any queries.

16. HOT WORK

Hot work includes all spark-producing activities that take place outside designated welding bays in workshops. It includes arc welding, flame cutting, oxy-acetylene welding, grinding, etc.

All hot work requires a permit. Contractors engaged on hot work must first obtain a permit and this must be shown to the Council Representative on request.

17. CHEMICALS AND SUBSTANCES

Contractors bringing chemicals or substances onto Council premises must comply with all relevant legal requirements, for example:

- All chemicals must be stored and handled in appropriately marked containers.
- Current Material Safety Data Sheets (MSDS) and appropriate documented risk assessments must be held for all chemicals used on site.
- The Contractor must supply any required first aid material and personal protective equipment.
- All chemicals must be transported in accordance with applicable requirements.
- The Contractor must brief their Council Representative on hazards associated with chemicals to be used.
- No chemicals must be left on site without the approval of the Council Representative.
- Contractors are responsible for clean up and disposal of any chemical spills and contaminated materials in accordance with EPA regulations. All spills or accidents involving chemicals must be reported urgently to the relevant Council Representative.

18. ASBESTOS

Council maintains an asbestos register. It is the responsibility of the Contractor to check the asbestos register to obtain information regarding the possible presence of asbestos on the site. If a Contractor unexpectedly encounters asbestos on site, they must stop work and report the matter immediately to the Council Representative who will determine the proper course of action in consultation with the Contractor.

19. CONFINED SPACES

A confined space is defined in the OHS (Confined Spaces) Regulations. It includes tanks, pits, pipes, ducts, chimneys, silos, containers, underground sewers, shafts, trenches, tunnels etc, if they have limited or restricted means for entry or exit and could contain a dangerous atmosphere. Refer to the regulations for a complete definition.

Entry into confined spaces is strictly prohibited, unless the Contractor has obtained an entry permit and the permit has been shown to the Council Representative.

If Contractors identify the need to enter a confined space in the course of their work, they must call the Council Representative.

20. WORK AT HEIGHTS

Any work at heights must comply with legal requirements. In particular, Contractors must observe the provisions of the OHS (Prevention of Falls) Regulations. Scaffolding, the use of elevating work

platforms, etc are all subject to legal requirements that must be observed and must be integrated into the risk assessment or Job Safety Analysis.

21. EXCAVATIONS AND TRENCHES

For all excavations, trenches, digging, post driving, drilling, etc the Contractor must telephone the Dial Before You Dig number (1100).

22. WORKING ALONE

If any sub-contractor or employee of a Contractor works alone, the Contractor's supervisor is responsible for ensuring that appropriate precautions are included in the risk assessment or Job Safety Analysis and are implemented. In particular, suitable emergency communication procedures and equipment must be provided.

23. REPORTING OF OHS&W ISSUES

Any work-related injury incurred by any Contractor must be reported immediately to the Council Representative. Where a serious incident needs to be reported to SafeWork SA (amputations, head/eye/spinal injuries, electric shocks, structure collapses, etc) the Contractor will make every attempt to contact the Council Representative as soon as practicable. However, if these attempts fail, the Contractor should call SafeWork SA directly on **1800 777 209** (24 hours).

Should a Contractor observe any hazardous work practice or become aware of any workplace hazard, they should report it to the worksite Supervisor or to the Council Representative.

Contractors must report immediately to the Council Representative any issue arising from a SafeWork Inspector or union representative visit. They must provide the Council Representative with a copy of any document, report, notices, direction, etc issued by the inspector/visitor.

24. PRE-QUALIFIED CONTRACTORS

Council maintains a register which contains those Contractors who meet Council's requirements for licencing, insurances, OHS&W and/or Quality and Environmental management systems. Being on the register does not infer a recommendation of quality workmanship nor guarantee contracts will be awarded from the Council. Performance of work and adherence to Council's requirements and instructions will have an impact on further work opportunities.

25. NOTES TO CONTRACTORS

The Council Representative or a Council OH&S Representative who observes an unsafe practice has the right to direct a Contractor to cease work until the safety concern is addressed to the satisfaction of the Council Representative or the OH&S Representative.

Council will take into consideration compliance with safe work practices when selecting Contractors for future work.

If Contractors have any questions concerning health or safety at Council they should contact the Council Representative.

26. MONITORING OF CONTRACTORS

Council will periodically monitor the performance of Contractors to determine whether or not they are meeting Council's requirements of its contractors. Should a Contractor not meet Council's requirements they will cease to be engaged until such time as they can demonstrate improvement.

27. COUNCIL POLICIES

Contractors are required to comply with the principles of all of Council's OHS&W policies and procedures. Council will make these policies available on request or they are available via Council's website at www.light.sa.gov.au.

28. CONFIDENTIALITY

Any information acquired by the Contractor in the course of performing of the Contractor's services about the Council, its affairs or its clients must be treated by the Contractor as confidential information and must not:

- a) be used or disclosed by the Contractor to any other person, entity or company;
- b) be discussed with any other Contractor; or
- c) be discussed with the Client.

APPENDIX 1 – JOB SAFETY ANALYSIS

A JSA is the process of critically examining a work task and re-engineering that task to ensure that the necessary and relevant health and safety principles are followed. (Please see the attached Job Safety Analysis (JSA) Worksheet).

The following steps apply in a JSA:

Activity	List the tasks required to perform the activity in the sequence they are carried out.
Hazards	Against each task list the hazards that could cause injury when the task is performed.
Risk Control	List the control measures required to eliminate or minimise the risk of injury.
Measures	arising from the identified hazard.

The aim is to adopt the control measure most capable of either eliminating or minimising the risk at the source. The hierarchy of control should be applied i.e. elimination, substitution, isolation, engineering control, administrative (supervision, training, Safe Operating Procedure), Personal Protective Equipment (goggles, gloves, hard hat, overalls, boots).

Who is responsible	Write the name of the person responsible (supervisor or above) to implement the control measure identified
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Job Safety Analysis (JSA) Worksheet

Company Name:
Date:
JSA No.:

Site Name:
Permit to work requirement: YES NO

Contractor:
Approved by:

Activity:

Activity	Hazards	Risk Control Measures	Who is responsible?
List the tasks required to perform the activity in the sequence they are carried out.	Against each task list the hazards that could cause injury when the task is performed.	List the control measures required to eliminate or minimise the risk of injury arising from the identified hazard.	Write the name of the person responsible (supervisor or above) to implement the control measure identified.

APPENDIX 2 –HAZARDS AND CONTROL MEASURES

(refer to 7 – Safe Systems of Work)

Examples of hazards that could be encountered and some control measures that could be put in place are:

Working in close proximity to road, eg for tree trimming, line marking, road construction, weed spraying, footpath construction etc . - Speed restriction signs displayed and enforced, use of witches hats or temporary closure of road.

Manual handling - Use of heavy hand tools, use of support harness, limits on duration of use for earthworks, road construction etc

Exposure to noise eg: plant and equipment not silenced, not wearing appropriate protection. Fit noise suppression to noisy plant and equipment, all personnel to wear appropriate PPE (ear protectors).

Working at heights - No handrails, ladders not secured, all work platforms have secure handrails, ladders to extend at least 1mtr above landings, ladders to be secured to landings etc.

INDUCTION TO SITE

Contractor:		Date of Induction:	
Contact Person:		Contact No:	
Contract Manager:		Contact No:	
Location of Induction:			
Location of Contract Work:			
ITEM	DETAILS / COMMENTS	✓	
How to access Council Contact person:			
Daily start and finish times:			
Access to building/s:			
Access to work area/s:			
Impact on public: (How will this be minimised?)			
Emergency plan:			
First aid:			
Reporting of incidents / accidents:			
Environmental requirements:			
Clean up of work site area: (During and at completion)			
Use of chemicals: (Material Safety Data Sheets)			
Noise: (Noise level readings)			
Waste disposal:			

MONITORING OF HAZARDS

HAZARDS IDENTIFIED RE THIS CONTRACT	✓ Identified for this contract	X Action Required 1 st Check	X Action Required 2 nd Check	X Action Required 3 rd Check	X Action Required 4 th Check	CORRECTIVE ACTION TO BE TAKEN	DATE COMPLETED
Traffic							
Confined Space							
Working in Isolation							
Restricted Access							
Electrical							
Fire / Explosion							
Mobile Plant							
Pressure / Vacuum							
Heat Source							
Working At Heights							
Working Over Pit / Hole							
Overhead hazard							
Falling Objects							
Noise							
Manual Handling							
Moving Machinery							
Uneven Slippery Surface							
Asbestos							
Sun, UV, Rain, Wind							
Poor Housekeeping							
Poor Lighting							
Hazardous Gas							
Chemical Exposure							
Welding							
OTHER:							

MONITORING OF CONTROLS OF HAZARDS

CONTROLS / PRECAUTIONS RE THIS CONTRACT	✓ Identified for this contract	X Action Required 1 st Check	X Action Required 2 nd Check	X Action Required 3 rd Check	X Action Required 4 th Check	CORRECTIVE ACTION TO BE TAKEN	DATE COMPLETED
Physical Isolations:							
Traffic Management							
Electrical							
Water							
Hydraulic							
Barricading							
Gas							
Pneumatic							
Plant and Equipment:							
Scaffold							
Forklift / forklift work box							
MSDS							
Ladder							
Elevated Work Platform							
PPE:							
Headwear (sunhat/hard hat/welding helmet)							
Eye wear (sunglasses / safety glasses / goggles / face shield)							
Gloves (safety / chemical / heavy duty / riggers)							
Hearing Protection							
Respirator / Mask							
Wet weather gear							
Safety Boots							
Clothing (long sleeved shirt / trousers / coveralls) High Visibility Vest							
OTHER:							